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Department of Forensic Science Administrative Operating Procedures		Amendment Designator: A
		Effective Date: 17-October-2005
<p align="center">AOP 8: APPROVAL AUTHORIZATION</p>		
8.1 Background	<p>The Commonwealth of Virginia Department of Accounts (DOA) publishes guidance on the application of accounting policies, procedures and systems for general accounting (CAPP Function No. 20000). DFS adheres to guidelines for approval authorizations for control of work, leave requests, and expenditure of funds which provide uniformity and meet DOA, Department of General Services (DGS), and Auditor of Public Accounts requirements.</p> <p>The guidelines identify positions with approval authorization for areas where responsibility for personnel and work functions is assigned to them. DFS will maintain proper segregation of duties to insure compliance with appropriate internal controls and generally accepted accounting procedures (GAAP). This includes but is not limited to assuring that no one who is authorized to approve purchases can also receive the resulting goods and services, a petty cash custodian may not be reimbursed from his/her own fund; and, Department managers may not approve their own travel, petty cash, and other reimbursements.</p>	
8.2 Fiscal Documents		
8.2.1	<p>DFS purchasing functions will be handled in conformance with the Agency Procurement and Surplus Property Manual (APSPM) issued by the DGS Division of Purchases and Supply (DGS/DPS), and DGS policies and procedures. All agency procurements are subject to the availability of funds.</p>	
8.2.1.1	<p>Authorized signatures for Internal Purchase Requests and Change Orders:</p> <ul style="list-style-type: none"> • Department Director Deputy Director Forensic Laboratory Business Manager (up to \$5,000) • Laboratories and Divisions Directors 	
8.2.1.2	<p>State Purchase Orders and Requisitions/Agency Purchase Orders will be handled in accordance with state policies and procedures as documented in the APSPM, and agency policy.</p>	
8.2.1.2.1	<p>The Deputy Director and the Director of Administration and Finance are delegated full procurement authority to act for the Director in his absence.</p>	
8.2.1.2.2	<p>All two party contracts must be signed by the Director or his designee.</p>	
8.2.1.2.3	<p>All purchase and requisition documents submitted to DGS/DPS and all Agency Purchase Orders are to be signed by one of the following:</p> <ul style="list-style-type: none"> • Director • Deputy Director • Director of Administration and Finance • Agency Purchasing Manager 	
8.2.1.2.4	<p>All sole source contracts and procurements must be approved by the Director or his designee. Sole source procurements greater than \$50,000 must be forwarded to DGS/DPS, or for Information Technology Procurements to the Virginia Information Technologies Agency.</p>	
8.2.1.2.5	<p>Emergency procurements must be approved by the Director or his designee.</p>	

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8.2.1.2.6	Laboratory Directors are limited to \$5,000 per transaction for the routine purchase of supplies, materials, and replacement equipment. Requests for new equipment, furniture or fixtures must be approved by the Director or his designee.	
8.2.1.3	Holders of small purchase cards will observe all requirements of the Virginia Public Procurement Act (VPPA) as interpreted by DPS in the APSPM, Department of Accounts, or other relevant policies.	
8.2.1.3.1	Small purchase cards are to be used only to purchase expendable items such as office or laboratory supplies, unless specifically authorized by the Director or Deputy Director. At its discretion DFS management will authorize issuance of small purchase cards to DFS employees, and will set appropriate spending limits for those employees.	
8.2.1.3.2	Small purchase card holders must sign an Employee Agreement Form upon receipt of his/her card and update as requested by the agency Program Administrator.	
8.2.1.3.3	New cardholder training and periodic update training is required.	
8.2.1.4	Invoices that have purchase orders and receiving documents for support will be forwarded directly to the DCJS Finance Center. Authorized signatures for Payment Documents:	
	<ul style="list-style-type: none"> Department <div>Director</div> <div>Deputy Director</div> <div>Forensic Laboratory Business Manager</div> Laboratories and Divisions <div>Directors or designated Acting Directors</div> 	
8.2.1.5	End users will sign receiving reports and other receiving documents for goods/services purchased through DCJS, DPS, or small purchase card. All signed receiving documents for Purchase Orders will be forwarded to the Finance Center the same day. All signed receiving documents for small purchase charges will be forwarded to the small purchase cardholder the same day.	
8.2.1.6	Authorized signatures for Interagency Transaction or Agency Transaction Vouchers (approval of charges to other agencies or within DCJS):	
	<ul style="list-style-type: none"> Director Deputy Director Director of Administration and Finance 	
8.2.1.7	Submission of Funds for Deposit	
	<ul style="list-style-type: none"> Director Deputy Director Director of Administration and Finance Forensic Laboratory Business Manager 	
8.2.1.8	Petty Cash expenditures will be made in conformance with state and agency requirements. Authorized signatures for Petty Cash Expenditures:	
	<ul style="list-style-type: none"> Department <div>Director</div> <div>Deputy Director</div> Laboratories and Divisions <div>Directors</div> 	

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8.2.1.8.1	Approved Petty Cash payments will be by the laboratories, each of which will have a custodian, a back-up custodian, and an auditor. In conformance with GAAP, there will be no overlap between the functions of the custodians and auditors.	
8.2.1.9	Authorized signatures for Wage Payroll, Overtime, or other time sheets:	
	<ul style="list-style-type: none">Department	Director Deputy Director Forensic Laboratory Business Manager
	<ul style="list-style-type: none">Laboratories and Divisions	Directors or designated Acting Directors
8.3 Personnel Transactions		
8.3.1	Personnel actions are conducted within the guidelines of the relevant DCJS policies.	
8.3.1.1	Authorized signatures for Job Posting Requests, Personnel Action Requests, Requests Related to Positions, Requests for Authorization for Hourly Position and for Overtime Compensation for Exempt Personnel, Requests to Accept Additional Employment, and Approval of Overtime worked in Excess of Regular Work Week:	
	<ul style="list-style-type: none">DirectorDeputy DirectorDirector of Administration and FinanceDirector of Technical Services	
8.3.1.2	All leave requests will be authorized by the appropriate director (or designated acting director), section chief, or supervisor using LARS.	
8.3.1.3	Authorized signatures for all leave earned (per LARS programming)	
	<ul style="list-style-type: none">Department	Director Deputy Director
	<ul style="list-style-type: none">Laboratories and Divisions	Directors
8.3.1.4	Authorized signatures for Work Schedules – Approval of Work Schedules:	
	<ul style="list-style-type: none">Department	Director Deputy Director
	<ul style="list-style-type: none">Laboratories and Divisions	Directors
8.3.1.5	Accident Reports will be handled in accordance with DCJS policy.	
8.4 Travel Transactions		
8.4.1	Authorization signatures for in-state travel for job-mandated functions, including DFS meetings pre-approved by the Director or Deputy Director based on budget and number of staff involvement requested by the coordinating employee:	
	<ul style="list-style-type: none">Department	Director Deputy Director

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<ul style="list-style-type: none">Laboratories and Divisions Directors		
8.4.2	Authorized signatures for conferences/external training, travel advances, tuitions reimbursement and other non-mandated travel (in-state and out-of-state) recommended by the Laboratory Director or Division Director:	
<ul style="list-style-type: none">DirectorDeputy Director		
8.4.3	Authorization signature for travel reimbursement vouchers within approved travel request funding:	
<ul style="list-style-type: none">Department Director Deputy DirectorLaboratories and Divisions Directors		
8.4.4	Authorization signatures for travel reimbursement vouchers which exceed approved travel request funding:	
<ul style="list-style-type: none">DirectorDeputy Director		
8.5 Contracts		
8.5.1	Contracts for goods and services are governed by the VPPA, the APSPM, and the Vendor’s Manual. Renewals of existing contracts are treated the same as any other contract. Requests should be submitted to the Department Director or his designee well in advance of the need for the goods or services or the effective date of the contract.	
8.5.1.1	Authorized signatures for contract authorizations:	
<ul style="list-style-type: none">DirectorDeputy DirectorDirector of Administration and Finance		
8.6 IT and Telecommunications Services		
<ul style="list-style-type: none">DirectorDeputy DirectorDirector of Administration and Finance		
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